

**SUSTAINABLE BURBANK TASK FORCE
AUGUST 17, 2009 MINUTES**

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Task Force was held in the Burbank Police Department Meeting Room, 200 North Third Street, on the above date. Ms. Wendy James, Chair, called the meeting to order at 4:35 p.m.

II. ROLL CALL:

Members Present:

Brandon Barbello
Nicholas de Wolff
Emily Gabel-Luddy
Mark Hardyment
Wendy James (Chair)
Maureen Kellen-Taylor
Cynthia La Camera
Ken Lewis
Lisa Rawlins
Joel Shapiro
Sharon Springer
Jef Vander Borght (Vice-chair)

Members Absent:

Jeff Catalano
Geoffrey Folsom
James Smith

Council Members and Staff Present:

Dave Golonski – Council Member, City Council
Anja Reinke – Council Member, City Council
Bonnie Teafora - Public Works Director, Public Works
Kreigh Hampel - Recycling Coordinator, Public Works
Sherry Richardson - Administrative Officer, Public Works
Ron Davis - BWP General Manager, Burbank Water & Power
Bruno Jeider - Power Resources Manager, Burbank Water & Power
Jeanette Meyer - Marketing Manager, Burbank Water & Power
Greg Herrmann - Interim Community Development Director, Community Development Department
Ruth Davidson-Guerra – Assistant Community Development Director-Housing & Redevelopment, Community Development Department
Michael Forbes - Deputy City Planner, Community Development Department
Tracy Steinkruger - Senior Planner, Community Development Department
Jan Bartolo - Deputy Director, Park Recreation & Community Services
Johnathan Frank -Administrative Officer, Park, Recreation & Community Services
Mary Riley - Sr. Assistant City Attorney, City Attorney's Office
Renee Roach - Recording Secretary, Public Works

III. ORAL COMMUNICATIONS:

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

Public: None

A. Task Force Members: None

B. Staff:

Burbank Water & Power (BWP) is trying to put together a joint Study Session with the City Council, Sustainable Burbank Task Force and the BWP Board that is tentatively scheduled for October 27. Ms. Teaford requested that Task Force members put it on their calendars.

Ron Davis reported that the Metropolitan Water District is sponsoring an educational trip to the Delta to learn about Delta issues on October 24 and 25. The trip is being offered to a total of ten (10) Burbank residents and there are two spots on the trip available for members of the Sustainable Burbank Task Force. Ms. Teaford stated she would place this on next month's agenda for further discussion on the selection of member(s) from the Task Force that will attend.

Ms. Teaford indicated that staff has been asked by the City Manager's Office to provide Council with a report on the issues and work the Task Force has been doing once the process of reviewing all the Sustainability Action Plan Urban Themes has been completed.

IV. APPROVAL OF MINUTES:

It was moved by Ms. Rawlins to approve the minutes as amended from the July 20, 2009 meeting and seconded by Mr. Shapiro. The motion was approved by all present except Mr. Hardymont who abstained.

V. FOCUSED DISCUSSION – ENERGY THEME:

The focused discussion on the Energy theme began with Bruno Jeider, Power Resources Manager for BWP, providing an overview of information on Action 1 – Renewable Energy. He distributed a memo regarding Renewables and achieving a 33% Renewable Portfolio Standard (RPS) level by the year 2020. Task Force members asked questions of the City staff and made comments.

Jeanette Meyer, Marketing Manager for BWP, presented information on the current programs related to Action 2 -Energy Efficiency. She explained that a three-tier water rate system has recently gone into effect. There is also a time of use rate system that approximately 20% of the load is using. By January 2010, approximately 50% of the load will be billed based on the time of use rate system. She gave an overview of the residential and business programs that are currently available to increase customer energy efficiency. Ms. Meyer also spoke briefly on a new program called Green Home House Call where BWP is partnering with The Gas Co. to look at the current water, energy and natural gas efficiency levels of residences and provide the resident with information on ways to increase efficiency in any or all of those areas. There will be beta testing of this program. She stated that any Task Force members interested in having their homes used as a beta test site should contact her. The Task Force members asked questions of the City staff and made comments.

Tracy Steinkruger, Senior Planner for the Community Development Department (CDD) presented overview information on Action 3 – Climate Change. She stated that a consultant was recently selected to develop an air quality element for the City of Burbank. The development process and a presentation to City Council for adoption will take approximately

12-18 months. The Task Force members asked questions of the City staff and made comments.

The Task Force had a brief time to vote on the current Energy Theme programs and write new program proposals, which will be given to the subcommittee. Ms. James called the meeting back to order and asked for subcommittee volunteers. The subcommittee was established with Mark Hardymont, Ken Lewis (will schedule the subcommittee meeting), Dave Golonski and Joel Shapiro.

VI. FOCUSED DISCUSSION – URBAN DESIGN THEME:

Tracy Steinkruger presented information related to Action 7 – Green Building. She stated there are 7 LEED private construction projects currently underway within the City and an eighth project is in the pipeline.

Michael Forbes, Deputy City Planner with CDD, presented information related to Action 8 – Urban Planning. He gave a brief overview of the terms General Plan, Specific Plans and Zoning, as well as some of the idea/concept history behind sustainability efforts implemented in the Burbank Center Plan. A revision of the General Plan is currently underway. There were questions and comments from the Task Force members.

Ruth Davidson-Guerra, Assistant Community Development Director-Housing & Redevelopment with CDD, briefly presented on Action 9 – Green Jobs. She described the new “Innovation Zone,” or IZone concept, the Redevelopment Agency’s commitment to sustainable development, and its community outreach efforts. The Task Force members asked questions of the City staff and made comments. Mr. Golonski expressed concern over this Action showing an Achieved status. He stated that this item might need to be reviewed to have its meaning more concisely outlined.

The Task Force had a brief time to vote on the current Urban Design Theme programs and write out new program proposals that will be given to the subcommittee.

VII. ELECTRONIC DOCUMENT SHARING:

Ms. Teaford reported that Mr. de Wolff sent her an email that she will locate and review. A plan for information sharing through an electronic forum will be worked out in accordance with the Brown Act and implemented. This subject will no longer be an agenda item.

VIII. PUBLIC OUTREACH:

Mr. Vander Borcht requested that staff advise the Task Force members when there are City Council agenda items that pertain to the scope of the Sustainable Burbank Task Force so the Task Force members can possibly plan to attend those specific meetings.

Ms. James requested that staff email the Task Force members the upcoming agenda items pertaining to the scope of sustainability.

Mr. Golonski spoke briefly on the “grass roots ambassador” concept and the need to improve on getting the word out about sustainability and ways to become more sustainable.

Mr. de Wolff suggested a break on the Action Plan Theme presentations. He would like to see the next meeting focused on public outreach and communications.

Ms. James proposed that due to time constraints at this meeting, the next meeting’s agenda allow the four subcommittees to report to the Task Force and discussion time focused on public outreach related to each of the themes that have been presented up to this point.

Ms. Teaforde stated that the City has a new Public Information Officer. She will ask him to attend the next meeting.

IX. SUBCOMMITTEE REPORTS:

Subcommittee reports were postponed until next month's meeting.

Ms. James realized that the subcommittee for Urban Design had not been formed yet. She requested volunteers. The volunteers were Emily Gabel-Luddy (will schedule the subcommittee meeting), Ken Lewis, Nicholas de Wolff and Jef Vander Borcht.

Ms. James discussed that a number of Task Force members left before the end of the last meeting. She suggested the meeting start time of 4:30 p.m. and it was agreed upon for future meetings.

X. ADJOURNMENT:

The meeting was adjourned at 7:29 p.m. The next regularly scheduled meeting will be held on Monday, September 21, 2009 at 4:30 p.m. at the Burbank Police Department, Police Community Room, 200 North Third Street.

Respectfully submitted,

Bonnie Teaforde, Public Works Director
BT: rr